

Quotation Request //

US Government Publishing Office

Northeast Region
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Washington DC 20401-0000

JACKET:741-152

Quotations are Due By:
(Eastern Time) 11:00 AM on 06/12/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Honorable Sara Lioi Chief Judge invitation envelopes AND fold cards

QUANTITY: 500 each of A2 envelopes and fold over note cards

. **SUBMIT QUOTES** via Quick Quote (<https://securessl.access.gpo.gov/cc/openjobs.aspx>) Register: (<https://securessl.access.gpo.gov/cc/Register.aspx>) Fax, email, and phone quotes are not acceptable. All problems submitting quotes must be reported prior to bid opening to (614) 488-4535

TRIM SIZE: A2 envelope *** card flat: 5-1/2 x 8-1/2" *** folded: 5-1/2 x 4-1/4"

PAGES: 2-page (face only)

SCHEDULE:

Furnished Material will be available for pickup by 06/13/2023

Deliver complete (to arrive at destination) by 06/26/2023

F.O.B. destination

*** PDF PROOFS required by 6/18. *** F.O.B. Destination to Cleveland, OH.

PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

APPLIES EQUALLY TO ALL: TYPESET to match visual in same type size and style.

GPO IMPRINT requirement is waived and must not print on the finished product.

PDF proof required. DELIVER to Cleveland, OH. Email tracking#

Envelope: PRINT on the flap only in black

CONSTRUCTION: Open 5-3/4" side with fully gummed flap.

Card: PRINT face only in four color process

MATERIAL FURNISHED: Contractor to pickup at department. .

- PDF as construction, size and stock/material match guide.

- MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order card: JCP Code* L21, Smooth and Embossed Cover; Ivory, Basis Size 20 X 26" Basis Weight 80#

Matching A2 envelope

... https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

COLOR OF INK:

Envelope: black. Card: four color process

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample.

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Include REMINDER that agency can keep proof ONE (1) workdays. Date of receipt is NOT considered first workday. EMAIL to Jonathan_henry@ohnd.uscourts.gov; and jgooden@gpo.gov
CALL (216) 357-7079 to confirm receipt.

PACKING:

Package to ensure no damage prior to receipt by agency. Pack in uniform quantities. Boxes must be filled to capacity without air. Each shipping container must not exceed 45 pounds when fully packed.

DISTRIBUTION:

Email tracking# to Jonathan_henry@ohnd.uscourts.gov & jgooden@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment
The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Req. X-XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

-INSIDE DELIVERY by 2pm TO: Carl B. Stokes U.S. Court House
801 W Superior Ave, Room 2-141, Procurement Department
Cleveland, OH 44113 ATTN: Jonathan Henry (216) 357-7079

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests-General Inspection Level I (b) Destructive Tests-Special Inspection Level S-2
Specified Standards -- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-10. Process Color Match	Approved Proof

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by

the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

. PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

-- Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

-- For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>

Attachment(s): NONE